Someone reports sexual harassment to any District employee or using the online form.

Any District employee has notice of sexual harassment or allegations of sexual harassment.

Notification of sexual harassment allegation made to Title IX Coordinator.

Title IX Coordinator promptly and confidentially contacts Complainant to offer and discuss supportive measures and explain the process for filing a formal complaint.

Either Party Appeals. Provide written notice to the other party.

Determine whether Employee Respondent should be placed on administrative leave during grievance. CBA implicated.

Formal Complaint Filed Grievance Process Begins.

Provide required notice to known parties.

Title IX Coordinator assesses the formal complaint for mandatory dismissal.*

Title IX Coordinator determines whether emergency removal of Respondent is necessary.

Informal Resolution: At any point after a formal complaint is filed and before a determination regarding responsibility is made, the parties may voluntarily engage in an informal resolution process (if applicable).

*Note: The formal complaint or an allegation in it may later be dismissed during the investigation or hearing if one of three conditions is met.

Grievance Decision-Maker investigates the allegations in the formal complaint and generates an investigative report.

Grievance Decision-Maker reviews the investigation and issues a written determination of responsibility to the parties simultaneously.

Grievance Decision-Maker finds Respondent responsible.

Either Party Appeals. Provide written notice to the other party.

Appeal Decision-Maker oversees appeal process and then issues written decision simultaneously to both parties.

Grievance Decision-Maker finds Respondent not responsible.

Title IX Coordinator implements any remedies. Formal Complaint is Resolved.

Formal Complaint is Resolved.